DFAS-CO 1404.1-PH

DEFENSE FINANCE AND ACCOUNTING SERVICE

COLUMBUS CENTER

(DFAS-PT/CO)

PAMPHLET

FOR

CIVILIAN
PERMANENT CHANGE OF STATION (PCS)

DECEMBER 2001

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This supplement has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATAC Case 000118. This pamphlet supersedes Pamphlet for Permanent Change of Station, dated January 2000, and is not intended to replace guidance found in the Joint Travel Regulations, Volume 2 (JTR). Comments, recommendations or changes to better serve our customers should be addressed to Ms. Karen Lombardo at commercial 614 693-0803 or DSN 869-0803, or write to:

Defense Finance and Accounting Service - Columbus Center
ATTN: DFAS-PT/CO
PO Box 369015
Columbus, OH 43236-9015

POINTS OF CONTACT - PCS TRAVEL
DSN: 869-XXXX

TRAVEL DIVISION

Deputy Director, Travel Pay Services, Columbus Operations	
Larry Gallagher	**614 693-0791**

CUSTOMER SERVICE

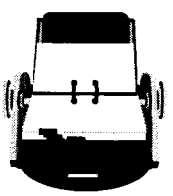
TOLL FREE NUMBER	***1-800-756-4571 option "4"***
PCS FAX Machine	**614 693-0878**
	614 693-0807
Chief, Customer Service Division, Connie Dickerson	**614 693-0872**
Supervisor, Nancy Wade	**614 693-4264**
Chief, PCS & Appeals Division, Dee Gray	**614 693-0865**
Supervisor, Christy Fleming	**614 693-1248**

HELPFUL WEB SITES

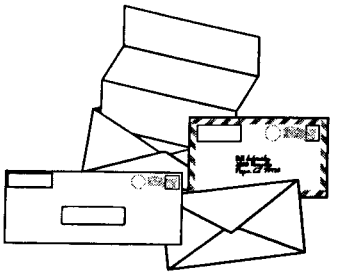
www.dfas.mil	**DFAS web site**
https://dfas4dod.dfas.mil/centers/dfasco/	**DFAS Columbus Extranet Site**

ELECTRONIC FUNDS TRANSFER (EFT) - PCS TRAVEL

Disbursing Office:	
Set-up and changes	***1-800-756-4571 option "3"***
FAX Machine	**614 693-2458**
Disbursing EFT Payment Tracer	
Helen Hall	**614 693-8426**
Debbie Hawkins	**614 693-6205**



MAILING ADDRESSES - PCS TRAVEL



The use of First Class and U.S. Priority mail is recommended for the mailing of all PCS travel claims. The following address should be used to mail all PCS travel correspondence:

Defense Finance and Accounting Service - Columbus Center
ATTN: DFAS-PT/CO
PO Box 369015
Columbus, OH 43236-9015

We highly encourage that all PCS travel claims be paid by Direct Deposit/Electronic Funds Transfer (DD/EFT) into your bank account. Simply fax a request for DD/EFT to Disbursing at 614 693-5078, or mail to the address below:

Defense Finance and Accounting Service - Columbus Center
ATTN: DFAS-CO/FQR
PO Box 369019
Columbus, OH 43236-9019

If a PCS is canceled, any advance must be returned. The employee may return the Treasury Check or send a personal check or money order made payable to US TREASURY or DFAS-CO F&AO, attach a copy of the PCS Travel orders, and forward to the following address:

Defense Finance and Accounting Service - Columbus Center
ATTN: DFAS-CO/FPDD
PO Box 182267
Columbus, OH 43218-2267

Personal checks or money orders to make restitution for PCS travel related indebtedness should be made out to US TREASURY or DFAS-CO F&AO, for the exact amount of the indebtedness, and mailed to the above address. Please attach a copy of the debt letter to the check or money order for proper application of funds.

ACRONYMS

ATM	Automated Teller Machine
CBL	Commercial Bill of Lading
CONUS	Continental United States – the 48 contiguous States and the District of Columbia
CRS	Commuted Rate Schedule
CSRS	Civil Service Retirement System
DFAS-CO	Defense Finance and Accounting Service - Columbus Center
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
EFT	Electronic Funds Transfer
FERS	Federal Employees Retirement System
FICA	Federal Insurance Contributions Act
FSN	Fiscal Station Number
FWT	Federal Withholding Tax
GBL	Government Bill of Lading
GSA	General Services Administration
HHG	Household Goods
HHT	House Hunting Trip: Lodgings Plus and Fixed Amount Method
HMIP	Home Marketing Incentive Payment
IRS	Internal Revenue Service
JTR	Joint Travel Regulations, Volume 2
OCONUS	Outside the Continental United States (See CONUS)
PCS	Permanent Change of Station
PDS	Permanent Duty Station
POC	Privately Owned Conveyance
POV	Privately Owned Vehicle
RIT Allowance	Relocation Income Tax Allowance
TCS	Temporary Change of Station
TQSE	Temporary Quarters Subsistence Expenses (AE) Actual Expense reimbursement

(F) Fixed amount payment

WTA **Withholding Tax Allowance**

GENERAL INFORMATION

WELCOME TO YOUR NEW PERMANENT DUTY STATION!

This pamphlet is intended to be a helpful guide to CIVILIAN PCS entitlements. The information and examples used are generalized. We've tried to address the most frequently asked questions. It does not have the answers to all your questions and is not an authoritative source - the Joint Travel Regulations, Volume 2 (JTR) contain binding provisions concerning relocation allowances. If you need further information please contact one of our Customer Service Representatives at the numbers listed on page iii.

-All advances (*loans to be repaid*) and settlement vouchers are processed by the payment office responsible for servicing the funds on the orders. Settlements are filed within 10 workdays of the completion of each portion of travel (i.e., House hunting, En route, 1st 30 TQSE, etc.). With the initial advance request or settlement claim submission, whichever is first, a recent copy of your Leave & Earning Statement is required. The payment office uses this to verify your social security number and the FICA tax-withholding requirement. Entitlement is computed, mandatory taxes are withheld and *unliquidated travel advances* are cleared, with the remainder paid to you. Although you have 2 years in which to complete your move, submit vouchers promptly for liquidation of travel advances and timely reconciliation of funds. Any request for an extension to the 2-year limitation for real estate purposes must be submitted in writing to the authorizing personnel office, prior to the expiration of the 2-year period.

-We strongly recommend that you save every document (receipt, bill of sale, invoice, etc.) for every incurred expense in your move, for reimbursement and/or tax purposes. All requests for payment must be accompanied by a DD Form 1351-2 travel voucher (All references to DD Form 1351-2 herein are based on the November 2000 version.). Be sure to keep a copy of anything you submit, and a copy of all settled vouchers for your records.

-A mandatory 15% or 27.50% Federal Withholding Tax (FWT) (determined by the WTA option you elect) is withheld from all taxable entitlements on settlement claims, but state and local taxes are not currently withheld. In addition, applicable FICA and Medicare taxes are also withheld. The withheld taxes are deposited in your name. If this causes you to be in a penalty paying mode with your state or locality, you may wish to increase your withholding through your payroll or some other means. A separate PCS W-2 is issued to you for any calendar year(s) in which you are provided PCS travel and transportation. You reconcile any differences in tax liability when you file your Federal, State and local tax returns.

-When scheduled for extended Temporary Duty lasting between 6 and 30 months, you may be authorized a *Temporary Change of Station* (TCS) with limited relocation allowances. The TCS location becomes your temporary official station. For conditions and entitlements see JTR, par. C4111.

-Please notify DFAS-PT/CO, via our Customer Service representatives, each time you change your mailing address throughout your PCS move (in addition to notifying your payroll office), or any time after you arrive at your new duty station. This will help us get important documents to you in a timely manner (i.e., W-2s, payment vouchers, etc.).

GOOD LUCK IN YOUR MOVE! OUR GOAL IS TO MAKE IT AS SMOOTH AND PROBLEM FREE AS POSSIBLE. PLEASE HELP US HELP YOU!!

PERMANENT CHANGE OF STATION ADVANCES (JTR, par. C1101)

The travel charge card automated teller machine (ATM) option is to be utilized for authorized en route travel and HHT advances for all DoD personnel, per the DoD Financial Management Regulation, Volume 9. You are *not* authorized a cash advance for en route travel or a HHT if you are a cardholder, or are eligible for a card (orders should specify cardholder status). Withdrawals are limited to daily maximums established by the charge card company, unless increased per your charge card coordinator's request.

On an exception basis only, requests for advance of funds *(loan to be repaid)* are made to the paying office responsible for the funds on the PCS orders. Individuals PCSing overseas should receive all advances and settlements from the responsible paying station overseas, except for TQSA advances which should be requested from the servicing payroll office. When DFAS Columbus is the responsible travel payment office (FSN S33181 and various Navy fund cites), fax a copy of the DD Form 1614 (with appropriate authorization) to DSN 869-0878 or 614 693-0878, with an explanation of what kind of, and for who, an advance is being requested, to include a correct mailing address, email address, and a complete daytime commercial telephone number. An advance of funds may be requested for the following entitlements:

1. **House hunting (lodgings-plus method) - Employee and/or Spouse**
   Fixed amount method is requested like an advance, but issued as a *settlement.*
2. **En route Travel - Employee and/or Spouse/Dependents**
3. **Household Goods - Employee arranges the shipment directly with a vendor. Submit the mover's "estimate of cost for services" showing estimated weight and distance, origin and destination of goods being shipped, storage location, anticipated dates of storage, weight of storage, etc. *SEE NOTE BELOW.**
4. **Storage of Household Goods - If commercial storage used *See #3 above**
5. **Mobile Home Transportation - Moved by commercial transporter**
6. **Temporary Quarters (AE)- Employee and/or Spouse/Dependents, not to exceed 30 days per advance Fixed TQSE is requested like an advance, but issued as a *settlement.***

Advances are issued to you for a percentage of the maximum entitlement, except for household goods, which is advanced at 100%. You may request that a lesser amount be advanced.

Submit a settlement voucher to the paying travel office within 10 work days of completion of each portion of travel for which an advance (a loan to the employee) has been issued. You will be informed that any overpayment must be liquidated within 30 days of notification. If you do not repay any excess advance, collection action will be taken via payroll deduction, to include an administrative fee (which may vary from year to year) and any applicable interest. Copies of all advance vouchers should be attached to the settlement voucher.

An advance of funds is not authorized for:

1. **Household Goods shipped via Government Bill of Lading (GBL)**
2. **Real Estate Allowance/Unexpired Lease**
3. **Miscellaneous Expense**
4. **Fixed HHT and Fixed TQSE (F) – a one time settlement payment is issued when requested, not as an advance**
5. **HMIP – a one time settlement payment is issued when requested, not as an advance**
6. **OCONUS Renewal Agreement Travel (RAT)**
7. **Return travel for separation**
8. **Advance return of dependents**

***NOTE: When authorized GBL and you choose to hire a commercial carrier, submit the carrier's estimated bill of charges, as explained above for a commercial move, to receive an advance of funds.**

ENTITLEMENTS WHEN PCSing TO OR FROM OCONUS

Following are the most frequently asked questions when PCSing to/from Oconus.

1. **What are my possible entitlements when moving overseas? The personnel office issuing the PCS orders determines which of the following you *may* be entitled to:**
   a. **FTA – Foreign Transfer Allowance up to 10 days stateside prior to departure**
   b. **TQSA – Temporary Quarters Subsistence Allowance is a State Department entitlement after arriving Oconus, similar to TQSE in Conus**
   c. **TQSE – when PCSing *to* Conus, it can be utilized upon vacating the Oconus or Conus residence while waiting for HHG to be shipped, and continued upon arrival in Conus**
   d. **Advance of pay issued by the servicing payroll office**
   e. **POC shipment for 1 vehicle if advantageous to the Government**
   f. **HHG shipment via GBL**
   g. **Passport and visa fees, cost of birth certificates, currency conversion fees, travel related check cashing fees, and charges for inoculations which cannot be obtained through a Federal dispensary**

2. **How do I get an advance? When going overseas, an advance should be requested from the overseas travel office responsible for funding the PCS, after orders are received. An advance of *pay* must be requested from the servicing payroll activity. When returning from overseas, request an advance from the travel office responsible for servicing the gaining funding station.**

3. **Can I be reimbursed for selling my home? A real estate sale can be paid only upon completion of the overseas tour, and only if returning to a different United States location than the employee left from.**

4. **Can I be reimbursed for a rental car while waiting for my POC to arrive? No JTR, par. C11000**

5. **Can I be reimbursed for taking my car to port and picking it up from port? You may be reimbursed one-way mileage to port to drop off your POC, and the actual transportation cost to return to your PDS. When picking up a POC at port, you may receive the actual transportation cost to go to port, and a mileage allowance to return to**

your permanent duty station. No per diem is payable.

HOUSEHUNTING TRIP (HHT) (JTR, par. C4107)

Payment of travel and transportation expenses for you and/or your spouse, together or individually, for one round trip (trip may not be broken up into 10 one day round trips, etc.) between the localities of the old and new duty stations for the purpose of seeking residence quarters, may be authorized when circumstances warrant it. A requirement for authorization is that both the old and the new PDS must be located within the United States. A round trip performed by you, the employee, must be accomplished before reporting to the new permanent duty station (PDS). You are in a duty status at no charge to leave during the authorized absence. You may take a HHT at any time before relocation of the family to the new PDS, as long as it is accomplished within 2 years from your report date.

NOTE: The period of TQSE (AE) allowance will be reduced or avoided if a round trip to seek permanent residence quarters has been made. (The number of days of lodgings plus HHT authorized and taken is subtracted from the first 30 day period of TQSE AE only if greater than 30 days has been authorized.)

There are two methods of HHT that may be authorized:

1. **Lodgings-Plus Method – reduces TQSE(AE) but not TQSE(F)**
2. **Fixed Amount Method –reduces TQSE(AE) but not TQSE(F)**

The PCS order must include:

1. **The authorized method of HHT**
2. **Transportation mode**
3. **Period of time authorized**
4. **New PDS duty reporting date, and**
5. **Statement that a transportation agreement has been signed**

MAXIMUM ENTITLEMENT FOR LODGINGS-PLUS HHT:

The applicable maximum per diem rate for househunting trips is the locality rate of the new permanent duty station. Lodging is paid on an actual expense basis for the single room rate not to exceed the locality lodging rate (receipts are required). The spouse is entitled to ¾ of the employee's rate. The meal allowance is paid without receipts or itemization (on days when travel begins and ends, the M&IE rate is payable at three quarters of a day, regardless of time of departure or arrival for travel > 12 hours). The mileage rate for POC travel to and from the HHT location is $.15 for you (or your spouse) traveling alone and $.17 for you and your spouse traveling together. Local transportation authorized must be consistent with your transportation mode to and from new duty location. The total number of days payable for HHT may not exceed 10 days. Separate round trips by you and your spouse are allowed; however, the overall cost to the Government is limited to the cost of one round trip for you and your spouse traveling together. The following daily maximums apply if the HHT is taken by the:

1. Employee only **-100% of locality rate**	**2. Spouse only** **-100% of locality rate**
3. Employee & Spouse together **-Employee - 100% locality rate** **-Spouse - 3/4 of Employee rate**	**4. Employee & Spouse separately** **-Both entitled to full rate (limited to maximum cost had they traveled together).**

While the househunting trip is only an entitlement for you and your spouse, there is nothing to prevent dependents from accompanying you at your own expense.

NOTE: In instances where a round trip HHT is authorized and you report for duty at the new PDS upon completion of the HHT instead of returning to the old duty station, HHT per diem is payable for days spent seeking permanent quarters in advance of reporting for duty not to exceed the number of days authorized for the HHT. The travel portion to the new duty station to perform the HHT is paid as en route travel not as HHT travel.

A HOUSE HUNTING TRIP SHOULD NOT BE TAKEN UNTIL YOU HAVE OFFICIAL ORDERS IN HAND WITH A REPORT DATE, AND A TRANSPORTATION AGREEMENT (DD Form 1618) HAS BEEN SIGNED.

PROCEDURES FOR FILING A LODGINGS-PLUS HHT

File a settlement voucher within 10 days of completion of each portion of travel. To file for a lodgings-plus HHT submit:

1. **DD Form 1351-2 (Travel Voucher/Sub voucher) - Be sure to sign and date.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments.**
3. **Original plus 3 copies of your paid itemized lodging receipt and any other reimbursable expense of $75 or more (potentially including a rental car receipt).**
4. **Itinerary of air schedule, if you fly.**
5. **Indicate if your spouse traveled on HHT on DD Form 1351-2.**
6. **Copy of any advance payment paperwork, DD Form 1351.**

MAXIMUM ENTITLEMENT FOR A FIXED AMOUNT HHT:

When a fixed HHT is authorized, the per diem portion of entitlement is calculated as follows:

1. **You and your spouse both utilize HHT (together or separately)– the applicable locality rate is multiplied by 6.25. (Reduces TQSE by 6 days.)**
2. **Only 1 utilizes HHT, you or your spouse – the applicable locality rate is multiplied by 5. (Reduces TQSE by 5 days.)**

For example, if the locality rate were $166 ($124 lodging and $42 meals), you and your spouse utilizing a HHT would receive $166 X 6.25 for a total of $1037.50, whereas if only 1 utilizes a HHT the calculation is $166 X 5 for a total of $830.

PROCEDURES FOR FILING A FIXED AMOUNT HHT

To file for a fixed amount HHT, fax a copy of the DD1614 authorizing fixed HHT, along with a signed DD Form 1351-2, requesting payment of fixed HHT per diem. Then, within 10 days of completion of the fixed HHT submit the following:

1. **DD Form 1351-2 (Travel Voucher/Sub voucher) - Be sure to sign and date.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments.**
3. **Original plus 3 copies of any reimbursable expense of $75 or more which could include a rental car (except for lodging).**
4. **Itinerary of air schedule to include the cost of travel, if flying.**
5. **Indicate if your spouse traveled on HHT on DD Form 1351-2.**

6. Copy of documentation of fixed HHT per diem payment if issued. If the per diem portion of Fixed HHT was not issued prior to a claim submission for the other allowable entitlements, it will be issued with the other allowable entitlements.

EN ROUTE TRAVEL (JTR, par. C4000)
(TRAVEL TO NEW DUTY STATION)

When you occupy temporary quarters on the same day en route travel per diem to the new duty station ends, eligibility for TQSE starts with the evening meal on the day of arrival at the new duty station.

MALT ALLOWANCE:

For each privately owned conveyance (POC) authorized, the following allowances apply per official mile traveled:

1. **$0.15 Employee only; or one dependent**
2. **$0.17 Employee and one dependent; or 2 dependents**
3. **$0.19 Employee and 2 dependents; or 3 dependents**
4. **$0.20 Employee and 3 or more dependents; or 4 or more dependents**

The JTR permits the Government to authorize you to receive travel expenses for moving in more than 1 POC to a new duty station if the circumstances are found to be "advantageous to the Government". JTR, par. C2157 covers conditions allowing for the use of additional POCs. Travel orders must specifically authorize additional POCs.

PER DIEM FOR MEALS AND INCIDENTAL EXPENSES (M&IE) AND LODGING:

Per Diem will be based on the lesser of the following:

1. **Travel at an average distance of 350 miles per day with 1/4 days allowed for each 87.5 miles or fraction thereof for the official distance (as determined by the DTOD).**
2. **Actual travel time.**
3. **No per diem authorized for travel of 12 hours or less.**

The daily maximum amounts allowed are as follows:

Employee or unaccompanied spouse	- Standard Conus lodging ceiling *(based on the single room rate) and Standard Conus M&IE rate for full days (partial days prorated)
Accompanied spouse and dependents 12 and over	- ¾ of Employee total
Dependent(s) under 12	- ½ of Employee total

***Lodging receipts are required. Lodging is paid based on the actual cost incurred not to exceed the maximum.**

NOTE: When lodging is obtained from friends or relatives (including members of the immediate family) with or without charge, the cost for lodging, for the purpose of computing per diem, is zero.

PROCEDURES FOR FILING EN ROUTE TRAVEL

File a settlement voucher within 10 days of completion of each portion of travel. To file an En route travel voucher, submit:

1. **DD Form 1351-2: Be sure to sign and date. Do not write below signature block.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments.**
3. **Original and 3 copies of lodging receipts (claim lodging separately from lodging taxes).**
4. **Indicate if dependent(s) traveled concurrent or delayed and number of people per POC, if more than one POC is authorized and used.**
5. **Copy of advance DD Form 1351.**
6. **Provide a detailed itinerary in block 15 showing daily travel, cities and states where lodging was obtained.**

MOVEMENT AND STORAGE OF HOUSEHOLD GOODS (HHG) (JTR, par. C8000)

The maximum net weight of HHG that can be transported at Government expense is 18,000 lbs. There are two methods of shipping HHG:

1. **Government Bill of Lading (GBL) / Actual Expense Method**
2. **Commuted Rate Schedule (CRS)**

Your travel order must state authorization of one of the above mentioned (GBL or Commuted Rate) methods. You have 2 years from your report date to complete your HHG shipment.

GBL

When GBL is authorized, you are responsible for contacting the appropriate transportation office (usually closest military facility) to make arrangements for packing, moving, and unpacking. The Government assumes the responsibility for selecting the moving company, and pays transportation vouchers directly to the carriers. You do not file a voucher with the paying travel office; however, you must provide a *copy* of the GBL to the above office if there is storage over 30 days for tax purposes.

If you choose to personally arrange to move the HHG in lieu of using the authorized GBL, you may only be reimbursed for the actual incurred expenses (i.e., boxes, packing tape, rental truck, gas, etc.) not to exceed what the GBL shipment cost would have been. Keep a copy of receipts for all related expenses for payment consideration.

CRS

To authorize CRS, personnel must ensure that a cost comparison is done between the actual expense (GBL) and commuted rate methods of shipping HHG. In the event the estimated cost under one method exceeds the estimated cost under the other method by more than $100, the more economical method will be used. When CRS is authorized, you may choose to move the HHG yourself, or hire a commercial mover to do so. Reimbursement is determined by the "Commuted Rate Schedule for Transportation and Storage of Household Goods" as published by the General Services Administration.

CERTIFIED WEIGHT TICKETS must be obtained from the mover, showing the weight both before and after the household goods are loaded. The weight tickets are necessary to show proof of the Gross weight (total weight of goods loaded plus truck weight), Tare weight (weight of truck without goods), and Net weight (weight after deduction of tare weight - goods loaded on truck minus the weight of the truck). An itemized paid receipt is also required for proper reimbursement.

POV SHIPMENT WITHIN CONUS (JTR, par. C11009)

When authorized as being advantageous to the Government, you may be authorized to have a POV(s) transported at Government expense within CONUS. To determine if advantageous, Commanding officers or their designees should consider:

1. **Cost of POC travel**
2. **Cost of POV shipment**
3. **Cost of employee and dependent travel if POV is shipped, and**
4. **Productivity benefit derived by employee's accelerated arrival at PDS.**

NOTE: There is no authority for rental car reimbursement while awaiting POV arrival.

HELPFUL HINTS:

The Government does not reimburse the employee for Additional Valuation Charges (extra insurance). Also, be a watchdog for the U.S. Government! If you think your mover is attempting to cheat the Government, report the mover to the legal office of your old duty station.

The following items may not be shipped:

1. **Motor vehicles, boats, airplanes, mobile homes, camper trailers and farming vehicles;**
2. **Live animals, birds, fish and reptiles;**
3. **Cordwood and building materials; and**
4. **Property for resale, disposal, or commercial use rather than for use by the employee or immediate family;**
5. **Privately owned live ammunition**

In addition, carrier tariffs may prohibit the shipment of the following:

1. **Hazardous articles including explosives, flammable and corrosive materials, poisons, etc.;**
2. **Articles that cannot be taken from the premises without damage to the article or the premises;**
3. **Perishable articles including frozen foods, articles requiring refrigeration, or perishable plants**

Items which are irreplaceable or which have extremely high monetary or sentimental value are not provided special security. You are advised to transport these types of items personally.

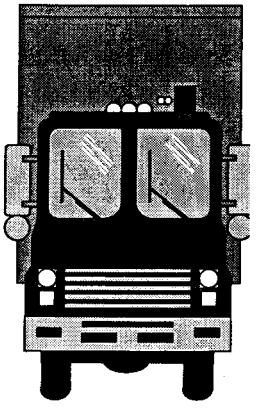
The total amount which may be paid or reimbursed by the Government for a PCS HHG shipment cannot exceed the cost of transporting the property in one lot by the most economical route from the last permanent duty station of the transferring employee to the new permanent station or the actual residence.

Shipment of HHG is limited to those owned by you and your dependents when shipment or storage begins (whichever comes first).

STORAGE

You may need to store all or a portion of your goods before you move into a permanent residence at the new duty station. Temporary storage of HHG is authorized up to 90 days, and may be extended an additional 90 days under certain conditions when requested in writing.

- **Storage may take place prior to shipment at the old duty station, or after shipment at the new duty station. Delivery out of storage is a reimbursable storage expense referred to as "pick up and delivery", whether storage takes place at the old or the new duty station.**



PROCEDURES FOR FILING FOR HHG SHIPMENT/STORAGE

Submit the following:

1. **DD Form 1351-2: Be sure to sign and date. Do not write below signature block.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments.**
3. **Proof of gross, tare and net weight (original or certified copy).**
4. **Paid commercial bill of lading if moved by a commercial mover or paid rental truck receipt if self move. Itemized receipts incurred by the move.**
5. **Paid storage receipts showing dates, where stored, and rates billed.**
6. **Copy of advance, DD Form 1351.**

TRANSPORTATION OF MOBILE HOMES (JTR, par. C10000)

When you are entitled to movement of HHG in lieu of HHG shipment, you may be authorized transportation of a mobile home for use as a residence. You must certify that the mobile home is for use as a residence for you and/or your immediate family at the destination.

Transportation is authorized via the following methods:

1. **Commercial Transporter**
2. **Government Bill of Lading (GBL)**
3. **Other than by Commercial or GBL, i.e., towed by a privately owned conveyance (POC)**

The method of reimbursement will be in accordance with the method authorized on the PCS travel order for shipment of HHG, either GBL *or commuted rate.*

COMMERCIAL

At the time you pay the carrier's bill he/she should ensure the bill itemizes all charges. Reimbursement is authorized for:

1. **Carrier's charges for actual transportation (NOT TO EXCEED THE INTERSTATE COMMERCE COMMISSION TARIFFS**
2. **Ferry fares; bridge, road and tunnel tolls; taxes; permits required by a state or municipal authority**
3. **Charges for a pilot car or escort services when required by state law**
4. **Costs generally associated with preparing a mobile home for movement and resettling the mobile home at destination (Listed in the JTR)**

Reimbursement is not authorized for:

1. **Maintenance and repairs en route**
2. **Insurance for valuation of mobile homes above carrier's maximum**
3. **Storage and charges designated in tariffs as "special service"**

NOTE: You should make sure the mobile home is in good condition before transporting it, especially the body, frame, springs and wheels. Do not overload the mobile home; this could result in damage and repair charges, which are not reimbursable.

GBL

Upon your written agreement to pay any excess costs involved, the Government will arrange for transportation of your mobile home, and pay all costs related to pickup, transportation and delivery to destination ready for occupancy. Allowable costs include charges for actual transportation; ferry fares; bridge, road, and tunnel tolls; taxes; and municipal and/or state permits.

MOVEMENT BY OTHER MEANS

When a mobile home is towed by a POC, an allowance of $.11 per mile is made for transportation costs. In addition, the Defense Agency concerned pays the costs for preparing the mobile home for movement and resettling it at the destination.

PROCEDURES FOR FILING FOR MOBILE HOME SHIPMENT (Other than by GBL)

Submit the following:

1. **DD Form 1351-2: Sign and date. Do not write below the signature block.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments.**
3. **If transported by commercial carrier, the commercial carrier's receipted bill or a copy certified by the employee as a true copy.**
4. **Certification that the mobile home was transported for use as a residence.**
5. **Certification as to the date of acquisition of the mobile home.**

TEMPORARY QUARTERS SUBSISTENCE EXPENSES (TQSE) (JTR, par. C13105)

TQSE is a discretionary allowance that is intended to reimburse employees for some costs for lodging, food, and other necessities when occupying temporary quarters. It may be offered by the agency in the following forms:

1. **TQSE (AE) Actual expense reimbursement**
2. **TQSE (F) Fixed amount payment**
3. **TQSA – An overseas allowance governed by the State Department and paid by the overseas payroll activity. SEE Oconus allowances or Section 240 of DSSR.**
4. **FTA – An allowance in Conus for up to 10 days when PCSing overseas. SEE Oconus allowances or Section 240 of DSSR.**

ACTUAL TEMPORARY QUARTERS SUBSISTENCE EXPENSES – TQSE (AE)

When it is necessary to occupy temporary quarters incident to an employee's transfer to a new duty station, subsistence expense allowances may be authorized for you and your dependents for a period not to exceed 60 consecutive days initially. Subsistence expenses include the cost of: temporary lodgings, meals and/or groceries, tips and fees incident to meals and lodgings, laundry, cleaning and pressing of clothing, and other expenses detailed in JTR, par. C13215.B while the employee is looking for a permanent residence at the new duty station. Reimbursement for groceries is limited to those food and laundry items consumed or used, while occupying temporary quarters. Expense of local transportation is not reimbursable. The location of the temporary quarters must be within reasonable proximity of the old or new official station.

Extensions of up to 60 days may be authorized only in situations where there is a demonstrated need, due to circumstances which have occurred during the initial 60-day period of temporary quarters, and which are determined to be beyond your control and acceptable to the DoD component concerned. *(Note: One of the most often cited reasons for an extension - which is NOT acceptable - is a delay in building a new home beyond the 60 days - when the delay was known before the transfer.)* You must provide the order-approving official a written justification to support approval for an additional period of TQSE allowance. Total time in temporary quarters will not exceed 120 days.

NOTE: The period of TQSE (AE) allowance shall be reduced or avoided if a round trip to seek permanent residence quarters has been made (only if greater than 30 days has been authorized). (The number of days of lodgings plus HHT authorized and taken is subtracted from the first 30 day period of TQSE (AE)).

The MAXIMUM DAILY entitlement for the FIRST 30 days in CONUS (unless reduced by lodgings plus HHT) is:

Employee (or unaccompanied Spouse)	**$85.00 (100% of daily max per diem rate)**
Spouse	**$63.75 (75% of daily max per diem rate))**
Dependent 12 and over	**$63.75 (75% of daily max per diem rate)**
Dependent under 12	**$42.50 (50% of daily max per diem rate)**

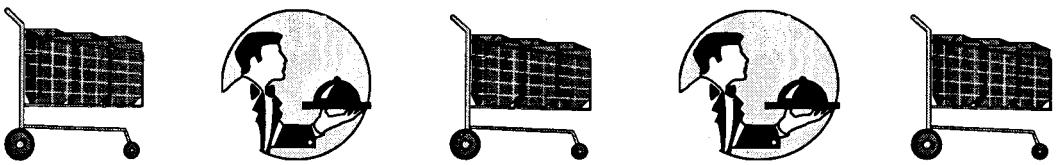
(Max per diem rate is the *current* standard CONUS rate)

The MAXIMUM DAILY entitlement for day 31 through day 120 in CONUS (if authorized additional days) is:

Employee (or unaccompanied spouse)	**$63.75 (75% of daily max per diem rate)**
Spouse	**$42.50 (50% of daily max per diem rate)**
Dependent 12 and over	**$42.50 (50% of daily max per diem rate)**
Dependent under 12	**$34.00 (40% of daily max per diem rate)**

(Max per diem rate is the *current* standard CONUS rate)

The actual subsistence expenses incurred must be itemized daily on DFAS-CO Form 148 (or similar form, i.e., form in Joint Travel Regulations, Chapter 13, but *not* a DD Form 1351-3 Statement of Actual Expenses), and submitted with the reimbursement voucher. Please note that the DFAS-CO Form 148 is a *2 sided* form and is to be completed in its entirety. You are reimbursed for the allowable "actual" expenses incurred by yourself and your dependents, NOT TO EXCEED the maximum rates, provided the expenses are reasonable as to amount and can be substantiated. Example: If your daily cost for breakfast is $3.76, that amount must be shown on the form, not a rounded figure such as $4. Our office will not pay claims submitted with the same dollar amounts shown for each day; they will be returned for proper completion. When meals are prepared from groceries purchased, the amount consumed during the 30-day period should be divided by the number of meals prepared, to get the average cost of a home meal (show this computation at the bottom of the form). This amount should appear in each meal block that a home cooked meal was eaten, and should be annotated with an "H" for home prepared on the TQSE worksheet. (Do *not* include non-food items when averaging grocery expenses; they are not reimbursable expenses.)



NOTE: RECEIPTS ARE REQUIRED FOR MEALS OF $75 OR MORE (INCLUDES ANY MEAL EXPENSE FOR ONE OR MORE INDIVIDUALS). LODGING RECEIPTS ALSO MUST BE PROVIDED REGARDLESS OF COST.

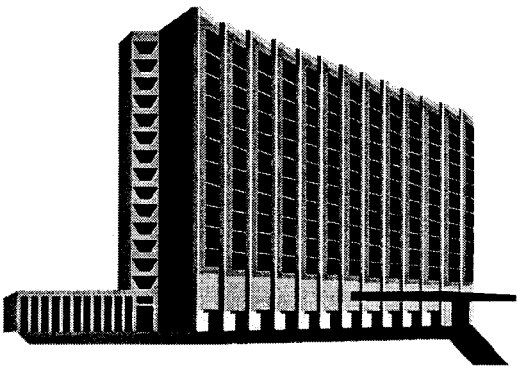
TQSE must begin not later than 30 days from the date you report for duty at the new duty station, or not later than 30 days from the date the dependents vacate permanent residence

at the old duty station. TQSE may not begin beyond the 2 years from the report date. The period of time allowed for TQSE begins for you and all dependents when any one person enters quarters for which a claim is made. The time period runs concurrently for you and all dependents. (Day one of TQSE for any one person starts day one for all; however, for anyone who is not utilizing temporary quarters there is no entitlement to reimbursement.) TQSE (AE) may not be claimed for yourself or any dependents that have not permanently vacated the former residence at the old PDS. You may occupy temporary quarters at one location while your dependents occupy temporary quarters at another location, as long as the quarters reasonably relate to the old or new duty station. In this situation, separate DFAS-CO Form 148s must be completed for each location specifically identifying persons occupying at each location. The period of eligibility terminates when you or any dependent occupies permanent residence quarters or when the authorized period of time expires, whichever occurs first. The use of TQSE may begin as soon as your transfer has been authorized and a written transportation agreement has been signed. However, reimbursement may only be made after issuance of official orders.

The period of consecutive temporary quarter's days may be interrupted for the following reasons:

1. **Travel between old and new duty stations**
2. **Temporary Duty (TDY) or Military Duty**
3. **Hospitalization, approved sick leave**
4. **Other reasons beyond the employee's control and approved by the DoD component concerned**

NOTE: When lodging is obtained from friends or relatives (including members of the immediate family) with or without charge, the cost of lodging, for the purpose of computing per diem, is zero. Also, entering into a lease agreement for a year or more does not qualify the quarters as "temporary" quarters; no lodging costs will be reimbursed.



PROCEDURES FOR FILING FOR TQSE (AE)

Submit the following:

1. **DD Form 1351-2: Sign and date. Do not write below the signature block.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments.**
3. **Original plus 2 copies DFAS-CO Form 148 (This is a *2-sided* TQSE worksheet and is to be completed in its entirety), totaled, signed and dated.**
4. **Original plus 2 copies paid lodging receipt and lease, if applicable.**
5. **Dry cleaning receipts, if utilized.**
6. **Original plus 2 copies of receipt for any meal expense of $75 or more for one or more individuals.**
7. **Copy of advance, DD Form 1351.**

FIXED TEMPORARY QUARTERS SUBSISTENCE EXPENSES – TQSE (F)

The order-issuing official has the option to offer you a fixed TQSE amount in lieu of actual expense TQSE. (The JTR contains guidelines for offering fixed TQSE.) Fixed TQSE is based on the new duty station locality rate and is paid in a lump sum. TQSE (F) may be authorized/approved for the number of days determined necessary, up to 30 days. If offered, you must choose between TQSE (F) and TQSE (AE), but you are under no obligation to accept the fixed option. Once you select a TQSE method, it may not be changed.

Payment of TQSE (F) is based on the total number of individuals actually moving to the new PDS, not the number occupying temporary quarters. For example, an employee, spouse, and 2 children moving to Columbus would be paid as follows when authorized 20 days):

Based on Columbus per diem (p/d) rate in effect 1/1/99 $70/$38=$108

Employee: (75% of max p/d rate) $108 X .75 = $81 X 20days = $1620
3 Dependents: (25% of max p/d rate) 3 X ($108 X .25) = $81 X 20 = $1620
Total Fixed TQSE = $3240

NOTE: There is no deduction from TQSE (F) for HHT days taken.

PROCEDURES FOR FILING FOR TQSE (F)

1. **Fax a copy of the DD Form 1614 authorizing fixed TQSE, along with a signed DD Form 1351-2 requesting payment of this entitlement to the advance request facsimile number.**

A payment is issued to you in the form of a settlement, not an advance; there is no requirement to follow-up with a settlement voucher and receipts. Taxes will be withheld, and a RIT allowance may be filed on this payment in the following year.

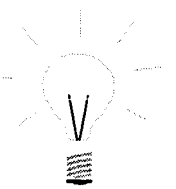
MISCELLANEOUS EXPENSE ALLOWANCE (MEA) (JTR, par. C9000)

A MEA is payable to you when a PCS is authorized or approved, provided an appropriate transportation agreement has been signed. You must have discontinued and established a residence in connection with such change of station, regardless of where the old or new duty station is located. You are required to certify on the voucher that you have discontinued your residence at the old permanent duty station (PDS) and have established a residence at the new PDS. When you report to the new PDS but your dependent(s) remain at the old PDS or other location without discontinuing the residence, reimbursement is limited to that for an employee without dependents until such time as the old residence is discontinued and relocation of residence is accomplished.

REIMBURSABLE ITEMS (include but are not limited to):

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation; and cost of converting appliances for operation on available utilities.

2. Cutting/fitting rugs, drapes, and curtains moved from one residence to another.



3. Utility fees/deposits that are not offset by eventual refunds.

4. Forfeiture losses on medical dental, and food locker contracts that are not transferable; and contracts for private institutional care, such as that provided for handicapped or invalid dependents only, which are not transferable or refundable.

5. Automobile registration, driver's license and use taxes imposed when bringing automobiles into some jurisdictions, cost of reinstalling a catalytic converter upon reentry of vehicle into the United States.

6. Rental agent fees customarily charged for securing housing in foreign countries.

7. Charges for pet quarantine excluding medicine/medical care, grooming, and similar fees for services that are part of routine pet care.

8. Required removal or installation by host country law of automobile parts.

9. Similar items.

ITEMS THAT ARE *NOT* REIMBURSABLE:

1. **Costs/expenses that exceed authorized maximums.**

2. **Costs/expenses incurred but which are disallowed elsewhere in the regulations.**

3. **Costs reimbursed under other provisions of law or regulations.**

4. **Costs/expenses incurred for reasons of personal taste or preference and not required because of the move.**

5. **Losses covered by insurance.**

6. **Fines or other penalties imposed upon him/her or his/her dependents.**

7. **Judgments, court costs, and similar expenses growing out of civil actions.**

8. **Any other expenses brought about by circumstances, factors, or actions in which the move to a new duty station was not the cause.**

AMOUNT ALLOWABLE:

***Without** receipts:*

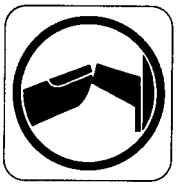
1. **$350 or the equivalent of 1 week's basic compensation, whichever is the lesser amount, for an employee *without* dependents;**
2. **$700 or the equivalent of 2 week's basic compensation, whichever is the lesser amount, for an employee *with* dependents;**

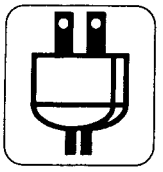
Maximum with receipts*:

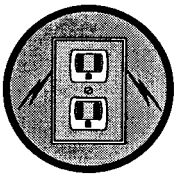
1. **Employee's basic salary rate of 1 week *(without dependents)***
2. **Employee's basic salary rate for 2 weeks *(with dependents)***

NOTE: The basic salary rate refers to the rate in effect at the time the employee reports for duty at the new duty station. In no instance can the allowable amount exceed the maximum rate of grade GS-13.

***If a claim is made with receipts, paid bills or other acceptable evidence justifying the entire amount claimed must support it. The voucher also must be signed by the travel-approving official in block 21a.**







PROCEDURES FOR FILING FOR MEA

Submit the following after relocation of the employee and/or dependents:

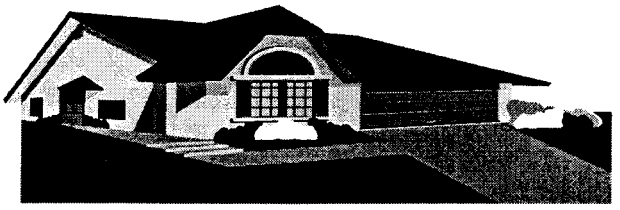
1. **DD Form 1351-2: Sign and date. Do not write below the signature block.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments.**
3. **The following statement in block 18: "I certify that I have discontinued my residence at the old PDS and have established a residence at the new PDS.", along with the dollar amount being claimed. Also, indicate on the voucher who actually relocated with you.**
4. **Receipts if itemizing.**
5. **Travel approving official signature in approving officer signature block, if itemizing.**

REAL ESTATE/UNEXPIRED LEASE ALLOWANCES (JTR, par. C14000)

GENERAL CONDITIONS:

You are entitled to reimbursement for certain expenses required to be paid by you in connection with the sale of your residence at the old duty station; and/or the purchase of a residence at the new duty station. In lieu of real estate sale expenses at the old duty station, reimbursement is allowed for expenses associated with the settlement of an unexpired lease on a place of residence, or lot on which a mobile home is located. Reimbursement may be allowed when:

1. **A transportation agreement is signed;**
2. **A PCS must be authorized or approved between two duty stations within the United States (with exceptions);**
3. **The residence at the old PDS must be the employee's actual residence at the time he/she was first definitely informed by the appropriate authority that he/she was to be transferred to a new duty station;**
4. **The settlement dates for the sale, purchase or lease termination transaction are within the two-year time limitation;**
5. **The residence/dwelling is the residence from which the employee regularly commutes to and from work.**



TIME LIMITATIONS:

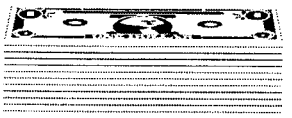
The settlement dates for the sale and purchase or lease termination transactions for which reimbursement is requested must not be later than 2 years after the date that you reported for duty at the new duty station. Upon your written request, the two-year time limitation may be extended by the commanding officer of the activity bearing the cost, or his/her designee for an additional period of time not to exceed one year. Your employee's written request should be submitted to the appropriate authority as soon as you become aware of the need for an extension but must be before the expiration of the two-year limitation.

The general rule is that you may be reimbursed for real estate expenses incurred before, and in anticipation of a transfer, if a clearly evident administrative intent to transfer you exists at the time the expenses are incurred. (Due to legal requirements, DFAS-CO requires that a copy of written intent to transfer accompanies the real estate claim, in order to authorize reimbursement.) For example, placement in the priority placement program, or you have formally accepted the offer to transfer. You must have orders (DD Form 1614) prior to submitting a claim for reimbursement of authorized expenses.

OTHER GENERAL REQUIREMENTS:

The title to the residence at the old or new duty station, or lease with regard to an unexpired lease, must be in your name alone, or in the joint names of you and one or more dependents, or solely in the name of one or more dependents. If the title is in your name and that of someone who is not your dependent, only a partial reimbursement will be given. Title interest must have been acquired prior to the date you were first officially notified of the transfer. In cases where a divorce occurs prior to the settlement date of a real estate transaction, and the ex-spouse is on the title, generally a partial reimbursement is made. You are only reimbursed for expenses actually incurred and paid by you or a dependent.

REIMBURSEMENT LIMITS:



For employees whose effective date of transfer is on or after March 22, 1997, the following rates apply:

1. **In connection with the sale of the residence at the old PDS, reimbursement will not exceed 10 percent of the actual sale price.**

2. **In connection with the purchase of a residence at the new PDS, reimbursement will not exceed 5 percent of the purchase price.**

ALLOWABLE EXPENSES FOR SALE OF RESIDENCE:

The following expenses are typically reimbursable when reasonable in amount and customarily paid by the seller in the locale where the property is situated:

1. **Broker's fees or Realtor commission**

2. **Other advertising and selling expenses (i.e. newspaper, bulletin board, multiple-listing services, etc.), only if not listed with a broker**

3. **Costs of searching title, preparing abstract and legal fees for a title opinion/title insurance policy (when customarily paid by seller)**

4. **Costs of preparing conveyances, other instruments/contracts**

5. **Related notary fees and recording fees**

6. **Costs of making surveys, preparing drawings or plats when required for financing purposes**

7. **Lender required inspections**

8. **Transfer taxes**

9. **Reasonable attorney fees**

10. **Charge for prepayment of a mortgage**

ALLOWABLE EXPENSES FOR PURCHASE OF RESIDENCE:

The following expenses are typically reimbursable when reasonable in amount and customarily paid by the buyer in the locale where the property is situated:

1. **FHA or VA fee for the loan application**

2. **Loan origination fees (generally up to 1% of loan amount)**

3. **Credit report**

4. **Mortgage and transfer taxes**

5. **State revenue stamps**

6. Mortgage title insurance policy paid for by the employee on a residence purchased by the employee for the protection of, and required by, the lender

7. Owners title insurance policy when required by the lender as a pre-requisite to financing; normally *optional* and *not reimbursable*

8. Expenses in connection with the construction of a residence which are comparable to purchasing an existing residence

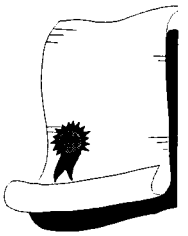
9. Lender's appraisal fee (only 1 is reimbursable)

10. Survey

11. Closing costs

12. Recording fees

13. Document preparation fees



14. Reasonable attorney fees (Columbus, OH generally $200-$400)

15. Expenses in connection with environmental testing and property inspection fees when required

EXPENSES WHICH ARE NOT REIMBURSABLE:

Except as otherwise provided above and on previous page, the following items of expense are not reimbursable:

1. **Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance**
2. **Tax service fee (charged to buyer to compute and prorate the tax obligation)**
3. **Interest on loans, points, and mortgage discounts or "rate buy downs"**
4. **Home owners warranty (ERA warranty, Blue Ribbon warranty)**
5. **Property taxes**
6. **Operating or maintenance costs**
7. **Cashier's check**
8. **Any fee, cost, charge or expense determined to be part of the finance charge**
9. **Home improvements**
10. **VA funding fee**
11. **Buyer's expenses paid by the seller**
12. **Expenses that result from construction of a residence**
13. **Legal fees where sale is not consummated**

14. Losses due to prices/market conditions at old/new duty station

HELPFUL HINTS:

When buying a home, ask your bank to itemize or spell out what is included in your "points" charges. Sometimes the charge for points includes an appraisal fee, legal fees for document preparation, and survey cost, each of which may be reimbursable if listed as such. Points relating only to mortgage interest are not reimbursable.

When buying a home, you may find the hiring of a Home Inspection Service to be worthwhile. This is *NOT* a reimbursable expense, but it can save you money. There are 2 types of services. One type provides a report only of the structural areas of your house that are damaged, worn and need repair. The second type actually provides a one-year guarantee on various household appliances, such as the furnace, electrical system, or plumbing.

Reimbursement of real estate expenses is permitted only after they have been reviewed and approved and forwarded to DFAS Columbus Center (DFAS-PTB/CO). Note: All DFAS associates should submit their claims to DFAS-PTB/CO for forwarding to DFAS-CO Office of General Counsel for review. Separate packages should be submitted for the sale and purchase of a residence, to the following:

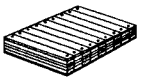
Sale of residence - The official designated to approve reasonableness of charges at the OLD DUTY STATION (generally a lawyer in the legal office or a personnel officer). The official signs the DD Form 1705 in section IV, block A. In cases of base closure, ordinarily the nearest military installation reviews claims for reasonableness. Note: All DFAS associates should submit their claims to DFAS-PTB/CO for forwarding to DFAS-CO Office of General Counsel for review.

Purchase of residence - Submit to the Personnel office at your NEW DUTY STATION to be forwarded to the official designated to approve reasonableness of charges. The official signs the DD Form 1705 in section IV, block B. Note: All DFAS associates should submit their claims to DFAS-PTB/CO for forwarding to DFAS-CO Office of General Counsel for review.

BOTH sale and purchase of residence must be approved by the NEW DUTY STATION official designated to approve payment, by a signature on the DD Form 1705 in section IV, block C.

There is no entitlement for reimbursement of expenses to travel to the old duty station to finalize real estate transactions.

DD FORM 1705 COMPLETION



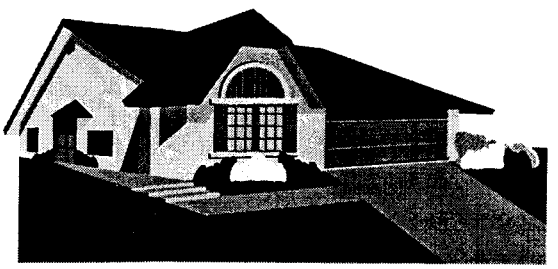
Completion of this form is your responsibility. The following guidelines may prove helpful when transferring expenses from the settlement statement to the DD Form 1705:

	DD FORM 1705	SETTLEMENT STATEMENT
Item 1 -	Sales/Brokers' Commission Fees	Lines 700-703.
Item 2 -	Advertising Fees	Separate receipt usually needed. Not on settlement statement.
Item 3 -	Appraisal fee (sale)	Line 803.
Item 4 -	Legal and Related Fees	Lines 1101-1113, 1201 and 1301. May be separate receipt for actual attorney fee.
Item 5A -	Prepayment charge	Separate receipt usually needed. If you see this, include copy of mortgage in package.
Item 5B -	Lender's Appraisal fee	Probably covered under line 803. POC means part of fee was paid in cash. Separate receipt is needed.
Item 5C -	FHA/VA application fee	May be on statement or on a separate receipt.
Item 5D -	Certification Fee	Lines 805 and 1302.
Item 5E -	Credit Report Fee	Line 804. May be POC amount requiring separate receipt.
Item 5F -	Mortgage Title Policy Fee	Line 1109 if not claimed under item 4.
Item 5G -	Escrow Agent's fee	Line 1101.
Item 5H -	City/County/State Tax Stamps	Lines 1202 and 1203.
Item 5I -	Sales or Transfer Taxes; Mortgage Tax	Seldom used.
Item 6 -	Other Incidental Expenses	Everything else left on form that the JTR authorizes reimbursement for (801, etc.)

PROCEDURES FOR FILING FOR REAL ESTATE EXPENSES

Submit the following after expenses have been incurred and paid for:

1. **DD Form 1351-2: Sign and date. Do not write below the signature block.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments.**
3. **Original and 2 copies of DD Form 1705 (Application for Reimbursement of Expenses Incurred by DoD Civilian Employee) Upon Sale or Purchase (or both) of Residence Upon Change of Duty Station.**
4. **3 copies of Settlement statement. (Itemized list of charges for the sale or purchase of a residence. This form requires signatures of both the seller and the buyer.)**
5. **3 copies of Sale and/or Purchase agreement. (Must have both the seller and buyer's signature.)**
6. **3 copies of receipts for expenses paid in cash outside of closing. (I.e., application fee, credit report, etc.)**



PROCEDURES FOR FILING FOR UNEXPIRED LEASE EXPENSES (See next page for explanation of entitlement.)

Submit the following after expenses have been incurred and paid for:

1. **DD Form 1351-2: Sign and date. Do not write below the signature block.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments.**
3. **3 copies of lease explaining penalties or other costs payable if occupancy is terminated prior to the lease expiration date.**
4. **Documentation showing the extent of bona fide attempts made if the lease includes a saving provision for subleasing or making other arrangements to avoid penalty costs.**
5. **Itemization and explanation necessary for clarification of penalty costs claimed for reimbursement and paid receipts for each expense item.**
6. **Copy of the employee's notification of the intent to vacate (provided to the Landlord/Rental Agency).**

ALLOWABLE EXPENSES FOR SETTLEMENT OF UNEXPIRED LEASE:

You are entitled to reimbursement for certain settlement costs of terminating an unexpired lease involving your old residence. This entitlement also applies to the lot on which a mobile home was located, as long as the mobile home was used as your residence.

To qualify for this reimbursement, you must be able to show that the lease was in your name alone, or in the joint names of you and a dependent. If the lease is in your name along with someone who is not his/her dependent, reimbursement is on a prorated basis. You also must be able to show that the lease was signed before the date when you were first informed of your PCS.

Become familiar with the provisions/requirements of your lease. Some examples of the expenses that may be reimbursed for settling an unexpired lease are:

1. **Broker's fees for obtaining a sublease**
2. **Charges for advertising an unexpired lease**

Such expenses are reimbursable when:

1. **Applicable laws or the terms of the lease provide for payment of settlement expenses**
2. **Such expenses cannot be avoided by subleasing or other arrangement**
3. **The employee has not contributed to the expense by failing to give appropriate lease termination notice promptly after he has definite knowledge of the proposed transfer**
4. **The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality**

Itemization of these expenses is required, with the total amount entered on the travel voucher. Each item of expense must be supported by documentation showing that the expense was, in fact, incurred and paid by you. We recommend the voucher be submitted separately, so as not to hold up other entitlements.

NOTE: WHEN AUTHORIZED REAL ESTATE EXPENSES *AND* UNEXPIRED LEASE EXPENSES, YOU MAY REQUEST REIMBURSEMENT FOR AN UNEXPIRED LEASE *OR* A REAL ESTATE SALE, *NOT BOTH.*

USE OF RELOCATION SERVICE COMPANIES (JTR, par. C15000)

There is a DoD contract with a private firm under which DoD components may offer relocation services to its designated employees. The services provided include, but are not limited to the following:

1. **Homesale program**
2. **Home finding assistance**
3. **Home marketing assistance**
4. **Spouse employment assistance**
5. **Property management services**

The Guaranteed Home Sale program (#1 above) is not available for all employees. If your PCS orders specifically authorize use of the "home buy-out" or "relocation services" known as the Home Equity Act, it will be *in lieu of* the PCS reimbursement entitlements for sale transactions. The personnel office handles all aspects of these programs.

HOME MARKETING ASSISTANCE

The purpose of a home marketing incentive payment (HMIP) is to encourage you to independently and aggressively find a buyer for your residence, thereby reducing the Government's relocation costs. The order-issuing official determines when such a payment is authorized, in addition to the dollar amount authorized. The maximum payment is $10,000. This payment is treated as taxable income, and taxes are withheld. There is no authority to pay WTA or a RIT allowance to offset the taxes incurred.

To qualify for a HMIP, an employee must:

1. **Enroll in the homesale program,**
2. **Market the residence independently,**
3. **Locate a buyer,**
4. **Transfer the residence to the relocation services company, and**
5. **Meet any additional conditions established by the DoD component.**

You are provided with an approved (signed by the orders-approving official) source document with the computed payment for HMIP. Currently, an official DoD source document for payment of HMIP does not exist. The document submitted for payment may be a locally developed form, for attachment to the travel claim (DD Form 1351-2). Agencies may assign personnel to administer the HMIP process and paperwork. The form, at a minimum, must contain the following information:

1. **Employee's name (last, first, middle initial)**
2. **Employee's social security number**
3. **Employee's present position, title, grade**
4. **Current organization**
5. **Current duty phone number**
6. **Detailed computation of the HMIP clearly showing how the approved amount was compared to the maximums per JTR, par. C15103, and determined to be the lesser of the following:**
   a. **One to five percent of the price the relocation service company paid when it purchased the residence from the employee, to include the approved percentage (1% to 5%) and the price the relocation company paid or the buyout offer amount on the residence;**
   b. **$10,000**
   c. **One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer and the sale is closed, to include the percentages relative to the relocation company's service costs.**

   NOTE: The relocation services company must complete the amended sale transaction and submit the employee's real estate invoice for payment before the HMIP computation can be completed.
7. **Order approving official's signature**
8. **Traveler's signature**

PROCEDURES FOR FILING FOR HMIP

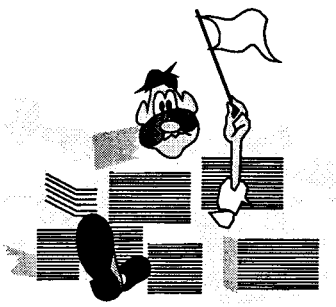
Submit the following after the above has been accomplished:

1. **DD Form 1351-2: Sign and date. Do not write below the signature block.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments**
3. **3 copies of the approved document (as described above, which may vary by agency)**

THE TAX IMPACT (JTR, par. C16001)

When you perform a permanent change of station (PCS) with the government, the majority of your entitlements are considered taxable by the Internal Revenue Service (IRS). Per the "Revenue Reconciliation Act of 1993," the taxable reimbursements include:

1. **Meals en route**
2. **All HHT expenses**
3. **All TQSE reimbursements**
4. **All Real Estate expenses**
5. **HHG storage after 1st 30 days, and**
6. **Miscellaneous Expense allowance.**
7. **Relocation Services (i.e., HMIP)**
8. **WTA (discussed later in this pamphlet)**
9. **RIT (discussed later in this pamphlet)**



Non-taxable reimbursements include:

1. **HHG shipment**
2. **HHG storage 1st 30 days only**
3. **En route travel (lodging and transportation, to include government issued airline tickets)**
4. **POV Shipment**

These items are taxable to you in the calendar year in which you are issued the entitlement reimbursement, not necessarily the year the expense is incurred. For example, a Real Estate closing December 27, 2000, with entitlement issued January 27, 2001; this expense would be taxable in 2001. In addition, if entitlement is issued to you in December 27, 2001, but you do not receive it until January 2002, this expense would be taxable in 2001.

For the above taxable and non-taxable items, the paying travel office issues a PCS W-2 by January 31 of the year following the year of reimbursement. Please note that this is a separate W-2 from the one issued by the servicing payroll activity.

For the above taxable reimbursements, the PCS paying office is required to deduct the following taxes:

1. **Federal Withholding Tax (FWT) - 15 or 27.5 percent (determined by WTA percentage elected);**
2. **Medicare - 1.45 percent for Federal Employees' Retirement System (FERS) and Civil Service Retirement System (CSRS) employees**
3. **FICA - 6.20 percent for FERS and CSRS "offset" employees;**

NOTE: The travel regulations provide for the payment of a relocation income tax (RIT) allowance, to reimburse eligible employees for substantially all of the additional Federal, State, and Local income taxes incurred as a result of the above additional income. See the following pages for an explanation of the RIT allowance and the Withholding Tax Allowance (WTA), which is an advance of the RIT allowance.

WITHHOLDING TAX ALLOWANCE (WTA) (JTR, par. C16001)

WTA is an allowance that is offered to you, and if you elect WTA entitlement it is computed and paid on each claim that has taxable entitlements (and is itself a taxable entitlement). It is treated as an advance against the RIT allowance (explained on the following page), and is subtracted from any RIT allowance computed in the following year. If WTA is elected (and WTA entitlement is issued), it becomes mandatory to file a RIT allowance within 120 days of the following calendar year. If you decline to have WTA paid on each claim, the entire tax entitlement will be paid in one lump sum on the RIT allowance voucher.

WTA may be elected and computed at a rate of 37.93 percent or 17.64 percent. You should select the rate based on the following: a) If you anticipate your federal tax withholding rate to be 27.50 percent or greater, you may want to elect WTA at 37.93 percent. b) If you expect your federal tax-withholding rate to be less than 27.50 percent, you may want to elect WTA at 17.64 percent to avoid possible overpayment of WTA. When a RIT allowance voucher is filed the following calendar year, the entire amount of any excess WTA will be required to be repaid. The WTA selection form should be completed and returned to:

Defense Finance and Accounting Service - Columbus Center
Attn: DFAS-PTB/CO
PO Box 369015
Columbus, OH 43236-9015

or fax to: DFAS-PTB/CO at DSN 869-0878 or 614 693-0878.

Following are examples of claims paid without and with the WTA at 37.93 percent.

Entitlement computed without WTA:

	$700.00	Miscellaneous expense entitlement
Minus	$192.50	FWT (27.50%)
Minus	$ 10.15	Medicare (1.45%)
Minus	$ 43.40	FICA (6.20%)
	$453.95	Amount due traveler

Entitlement computed with WTA:

	$700.00	Miscellaneous expense entitlement
Plus	$265.51	WTA (37.93%)
	$965.51	
Minus	$265.51	FWT (27.50%)
Minus	$ 14.10	Medicare (1.45%)
Minus	$ 60.28	FICA (6.20%)
	$625.62	Amount due traveler

In the second example, the amount of WTA entitlement issued is shown as $265.51. You should set aside this amount until taxes are due to the IRS the following year.

RELOCATION INCOME TAX (RIT) ALLOWANCE (JTR, par. C16001)

The RIT allowance is authorized to reimburse you for substantially all of the additional Federal, State, and Local income taxes incurred as a result of the additional PCS travel entitlements. You are eligible for this allowance if you were transferred on or about November 14, 1983, in the interest of the government from one official station to another for permanent duty. Employees that are not eligible for this allowance include:

1. **New appointees**
2. **Employees assigned under the Government Employees Training Act**
3. **Employees returning from overseas assignments for purpose of separation**

When you are reimbursed for taxable entitlements, the following calendar year you are eligible to file a RIT allowance claim. When WTA is accepted and issued, filing for the RIT allowance is mandatory. If you do not elect WTA, the RIT allowance is the only means of recouping the additional taxes incurred resulting from the increased income. The RIT allowance is not automatic; you must apply to receive it.

NOTE: When a RIT allowance is the only entitlement paid in a calendar year, you are not entitled to file a RIT allowance the following year.

PROCEDURES FOR FILING FOR A RIT ALLOWANCE

NOTE: To file for the RIT allowance, you and your spouse (if filing jointly) must submit copies of all earned income W-2s (to include the PCS W-2), the 1099 for non-disability Military pay, and the schedule SE if self employed. Fill out the 2 page RIT Allowance Status Certification Form with the total income being claimed, the filing status claimed (or to be claimed) on income tax form, and other information asked for on the form. Ensure that all applicable signatures appear on the second page, and include social security numbers.

Submit the following within 120 days of the beginning of the year following the year entitlement was issued:

1. **DD Form 1351-2: Be sure to sign and date. Do not write below the signature block.**
2. **3 copies of Travel Orders/DD Form 1614 including amendments.**
3. **Original and 3 copies of the completed RIT allowance Status Certification Form.**
4. **3 Copies of all W-2 forms for earned income for the year in which he/she is paid PCS travel claim payments and is filing a RIT allowance (include spouse's if filing a joint return).**
5. **3 Copies of the IRS Schedule SE from self-employment income, if applicable.**